٠	RECORD&POTRYROLF90 Replace 2005/11/21	CIA-RDP7	-00487A0001010290001-1
OFFICE	E. DIVISION, BRANCH		SI
0f	fice of Personnel, Benefits & Services Division/ Retirement Branch		TITLE Chief, OP/BSD/RB 25744 ACC
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	BRANCH SUBJECT FILES This file consists of policy and procedure material relating to the Civil Service Retirement	.4	Temporary. Screen periodically and destroy material no longer needed. Retain remainder
	System as well as the CIA Retirement & Disability System, Agency Retirement Board, general statistics, and miscellaneous correspondence dealing with the over-all function of retirement of Agency personnel.		with policy and procedure material in immediate work area.
2.	RETIREMENT FILES		
	a. General alphabetical file contains correspondence dealing with length of service, accrued benefits, and rights and eligibility of individuals under the Civil Service Retirement System on whom inquiries have been made. Also included in this file are worksheets containing annuity estimates as well as other background information compiled on individuals retired under the Civil Service Retirement System, including requests for extension, commendation letters, correspondence with Civil Service Commission, etc.	3.0	Temporary. Upon pending retirement, transfer to appropriate category file (item 2b). Destroy two years after individual's retirement or destroy upon termination of individual's employment. (Copies of pertinent documents are filed in Official Personnel Folder.
	b. These alphabetical files are broken down into four categories of individuals pending retirement, i.e., discontinued service, optional, disability, and mandatory. (Current)	•5	Temporary. Upon completion of retirement processing return to general alphabetical file (item 2a).
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	c. This is an alphabetical file consisting of worksheets containing annuity estimates as requested by employees or operating components other than those contained in item 2a. (1963 -)	1.0	Temporary. Retain in immediate work three years; then destroy.
	d. Consists of official retirement files on all individuals who are pending retirement as well as retirees and resignees who are participants and did not withdraw their retirement from the CIA Retirement & Disability System. Filed alpha. (1965 -)	1.0	Temporary. Retain in immediate work area indefinitely. (Final decision has not yet been reached as to the proper disposition of this item.)
3.	CARD FILE		
	This 5x8 card file contains all pertinent data concerning status of employee's retirement. Filed alphabetically. (1961 -)	•3	Temporary. Retain for five years; then destroy.
4.	OFFICIAL PERSONNEL FOLDERS		
	Consists of official personnel folders on employees pending retirement.	2.5	Temporary. Return to OP/File Room when no longer needed.
5.	REFERENCE MATERIAL		
	Consists of Federal Personnel Manual, regulatory issuances and other publications used as background and reference.	2.0	Temporary. Destroy when superseded, obsolete or no longer needed.
		10.7	
		s s Balani	
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	RE ARPS VECHFBOIR ANGUE EN 120 05/11/21 : CIA-	RDP78-004	SCHEDULE NO. 87A000100290001-40-66	RA
OFFICE, D	DIVISION, BRANCH		CONCURRENCE	
	Office of Personnel CIA Retirement Staff		SIGNATURE	
	office of rersonner cla metirement Staff		TITLE DATE	-
ITEM			23 Feb 66	
NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
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Of	fice of Personnel, CIA Retirement Staff	Chief, CIA Retirement Staff 23 FEB 1966	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1. V	STAFF SUBJECT FILES This file consists of policy and procedure material relating to the CIA Retirement & Disability System as well as machine listings by	•5	Temporary. Screen periodically and destroy material no longer needed. Retain remainder with policy and procedure material in imme-
	age groups which are sent to various Agency components for determination as to employees' eligibility, listings of participants, briefing material and miscellaneous correspondence dealing with the over-all function of the Staff.		diate work area.
2.	CIA RETIREMENT BOARD MATERIAL		
Þ.	a. Included in this file are agenda and reports as well as minutes of all CIA Retirement Board meetings. Filed chronologically. (1965 -)	1.6	Permanent. When no longer needed for current reference in immediate work area, retire to Agency Records Center.
	b. Consists of material assembled for use by each Board member prior to meeting, such as agenda and pertinent background material on all individuals being discussed.	.8	Temporary. Forward to each Board member prior to meeting. Upon completion of meeting, material will be returned to Staff, disassembled and binders held for future use.
3•	OFFICIAL RETIREMENT FILES		
	a. Consists of official retirement files on all individuals who have been nominated by their career service for participation in the System. File contains various work papers, nomination, etc. Filed alphabetically.	1.5	Temporary. When all necessary action has been taken and employee is designated a participant in the System, transfer file to 3b. If employee is not designated a participant, transfer file to 3c.
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ITEM NO.	FILES IDENTIFICATION Approved For Release 2005/11/21: CIA-R	VOLUME DP78-0048	DISPOSITION INSTRUCTIONS
	b. Consists of official retirement files on all individuals who are participating in the CIA Retirement & Disability System. File contains all background material relating to employee's selection into the System, including service agreement, election memorandum, etc. Filed alphabetically.	3.0	Temporary. Upon pending retirement or termination of individual's employment and individual does not withdraw his retirement from the System, forward file to Retirement Branch, BSD/OP. Otherwise, forward file to File Room for inclusion in Official Personnel Folder.
	c. Consists of official retirement files on employees falling into the following categories: (1) Individuals who were thought to be eligible but upon review were found to be ineligible; (2) Individuals who were eligible but elected not to participate in the System; (3) Ineligible individuals who felt they were eligible and appealed their case. Alphabetical by category	.6	Temporary. Retain in immediate work area until employee separates from Agency. Upon termination of individual's employment, forward file to OP/File Room for inclusion in Official Personnel Folder.
4.	CARD FILE		
	Consists of 5x8 card, Nomination Control Record, used to reflect status of each individual nominated for the System. Filed alphabetically.	•2	Temporary. Upon becoming participant, transfer card to completed file. Retain in immediate work area indefinitely for reference purposes.
5.	OFFICIAL PERSONNEL FOLDERS		
	Consists of official personnel folders on individuals who are pending action by the CIA Retirement Board.	5.0	Temporary. Return to OP/File Room when no longer needed.
6.	HISTORICAL FILE		
	This file consists of all material relating to the establishment of the CIA Retirement & Disability System prior to legislation enacted.	2.2	Permanent. When no longer needed in immediate work area, retire to Agency Records Center.
		15.4	
	Approved For Release 2005/11/21 : CIA-RI	DP78-0048	37A000100290001-1

4 August 1964

MEMORANDUM FOR: CIA Records Administration Officer

THROUGH : Chief, Personnel Operations Division/OP

SUBJECT : Records Control Schedule 40-64 for OP/POD,

OutPlacement Branch

RESCINDS : Records Control Schedule 40-60, page 126

- 1. Attached hereto is Records Control Schedule 40-64 for OP/POD, OutPlacement Branch.
- 2. This schedule was rewritten in order to reflect the name change of Special Assistant for OutPlacement to OutPlacement Branch and also to update items and make modifications where necessary.

	3.	Ιt	is :	requested	l that	this	schedule	be	substituted	for
page	126	of	the	present	schedu	ıle.				

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Attachment:

RCS 40-64, OP/POD, OutPlacement Branch

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	DECODE ANTENE ENGINEER CONSISTANCE	MII	schedule no.
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Offi	ce of Personnel, Personnel Operations Division/		TITLE / / DATE
	Estarnol OutPlacement Brench	5 mu (65	Chief, OP/POD/OutPlacement -4 AUG 1964
ITEM	FILES IDENTIFICATION		
NO.	(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
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1.	BRANCH SUBJECT FILES		
	- G		
	a. Consists of special studies, inter-	•7	Temporary. Screen periodically. Destroy
	Agency agreements, monthly reports, correspondence	,	material no longer needed. Retain remainde
	and other material accumulated in the over-all		in current files area.
	administration of the OutPlacement Branch.		
	(1960 -) b. Chrono file of outgoing correspondence	_	m
	in answer to inquiries received on individuals	•5	Temporary. Cut off end of each Fiscal Year
	seeking outside employment.		Hold two years and destroy.
	(1962 -)		
	(1902 -)		
2.	CASE FILES		
	CASE FIRE		
	a. Consists of work sheets containing	7.3	Temporary. Place in inactive file upon
	biographic data, Civil Service applications, and	1.3	completion of case. Hold two years and
	other material pertinent to the outprocessing of		destroy after all pertinent information has
	an individual. Filed alphabetically.		been transferred to 3x5 card file.
	(1960 -)		been cransferred to Jay card fire.
	(1)00		
	b. 3x5 card file on all employees handled	•3	Temporary. Disposal not authorized. Retai
	by OutPlacement Branch. These cards contain	- 5	in immediate work area.
	pertinent biographic data and summary of out-		III IIIIIOGIGGO NOIL GIOW
	processing. Filed alphabetically.		
	c. Duplimats which are used in reproducing	.8	Temporary. Destroy six months after termin
	resumes for clients to use as handouts in seeking		tion of individual.
	outside employment. Filed alphabetically.		
	d. Security liaison 3x5 card file maintained	.1	Temporary. Disposal not authorized. Retai
	on Agency employees - terminated and those pre-		in immediate work area.
	sently employed - on whom outside inquiries have		
1	been received. Card contains biographic data as		G(0)P 1
[well as Agency employment history, investigator's	KARET	Ent. On Alia automatic
- 1	name, place of employment, remarks made and any referrals given. Approved For Release 2005/11/21:	PIA_DIND79	2.00/87A0001082900001.1
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PIAL IACT	Approved For Release 2005/11/21 : CIA-	DP78-004	87A000100290001-1
3.	OFFICIAL PERSONNEL FOLDERS		
	Consists of official personnel folders on Agency employees who have terminated as well as those presently employed on whom outside inquiries have been received.	2.0	Temporary. Return to OF/File Room when no longer needed for reference purposes.
4.	LEAD/SOURCE FILE		
	a. Consists of brochures and other material on private companies as well as local, state,	2.5	Temporary. Destroy when revised or obsolete
	and Federal government agencies used by Agency employees seeking other employment. Filed by		
	type of business for private industry; filed by area of country for government.		
	b. Consists of 3x5 card file that lists names of individual companies by state and	•3	Temporary. Destroy when obsolete.
	alphabetically thereunder.		Desture than checlete
	 c. Consists of 5x8 card file that lists names of companies according to job speciality. Filed alphabetically. 	.1	Temporary. Destroy when obsolete.
5.	REFERENCE MATERIAL		
	Consists of Civil Service announcements, FPMs, Dept. of Army and State manuals, Federal Service Information, Civil Service Competitive	13.7	Temporary. Destroy when revised, obsolete, or no longer needed.
	Examination Schedule, Agency regulatory issuances and other material used for reference.		
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1	Approved For Release 2005/11/21 : CIA-R	DP78-004	874000100290001-1